



**PARKS &
RECREATION**

CITY OF SEGUIN PARK/PAVILION RESERVATION APPLICATION



APPLICANT INFORMATION

Name: _____ Organization Name (if any) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: Day: _____ Evening: _____ Cell: _____

Email: _____

PARK RENTAL INFORMATION *Rental is solely for the picnic area. Amenities located near the facility may be closed due to unforeseen safety concerns or mechanical issues. The person named in this application understands there is NO refund for amenity closures. No food, beverages or other items can be sold without a permit. NO glass containers are allowed in the park. Failure to adhere to the City's Park rules could result in forfeiture of future park rentals. The person named in this application will be responsible for seeing that the facility (ies) named in this application are free of damages and excessive litter. The person named in this application will be held responsible for any damages to the facility and the refusal of dispensing litter in the proper receptacles. No alcohol without a permit.

Facility rented _____ Date(s) of Rental _____

Rental Time _____ to _____ (Park Hours are Mon.-Th. 6 a.m. – 11 p.m., Fri. – Sun. 6 a.m. – Midnight)

Estimate Attendance: _____ Amusement Ride/Inflatable: Yes or No (Permit/Insurance required)(Not allowed @Park West)

Will Alcohol be consumed: Yes or No (Permit required for designated areas.)

Describe your event in detail. Be sure to include the purpose of the event and all planned activities:

WAIVER OF LIABILITY

I assume all risks associated with the use of the property identified in the reservation application and/or permit. I DO HEREBY, ON BEHALF OF MYSELF, THE ORGANIZATION, ANY HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS, IN CONSIDERATION OF BEING ALLOWED TO USE THE PROPERTY IDENTIFIED HEREIN, AGREE TO INDEMNIFY THE CITY OF SEGUIN, ITS EMPLOYEES, ELECTED OFFICIALS, APPOINTED OFFICIALS, AND AGENTS FROM ANY AND ALL DAMAGES, LIABILITIES, ACTIONS, CAUSES OF ACTIONS, LOSSES, COSTS, EXPENSES, CLAIMS AND DEMANDS ARISING OUT OF THE USE OF THE PROPERTY SPECIFIED HEREIN INCLUDING, WITHOUT LIMITATION, DEATH, PERSONAL INJURIES OR LOSS OF CONSORTIUM, DAMAGE TO OR LOSS OF USE OF PROPERTY, WHICH MAY BE INCURRED AS A RESULT OF SUCH USE. I agree to abide by all City of Seguin rules and regulations formulated by the Parks and Recreation Department for the use of buildings, property, and facilities and to adhere to all specifications and limits listed. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

Rental fee will be withheld without a 14 day cancellation notice. Total rental must be paid at time of reservation. If inclement weather causes cancellation, the Reservation Holder may reschedule for a later available date provided the Parks & Recreation Office is notified within the first three (3) working days of the cancellation.

For Official Use Only:		Receipt #: _____	Staff Initial: _____
FEES PAID: Total \$ _____		Check No. _____	Cash \$ _____ Credit Card _____
REFUND AMOUNT (IF ANY): \$ _____		DATE CHECK REQ. ISSUED: _____	
REASON FOR REFUND: _____		APPROVED BY: _____	
INCLEMENT WEATHER RESCHEDULE DATE (IF ANY): _____			

Parks & Recreation Department Approval Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Location:	Rental Fee:	Total:
Patricia K. Irvine-King Pavilion	5 hour rental - \$200	_____
Each Additional Hour	\$40 per hour additional	_____
Pecan Bottom Area with Dance Slab (Special Events Only)	Day 1 - \$275	_____
	Day 2 - \$175	_____
	Day 3 - \$125	_____
Deposit	\$500	_____
Starcke Bowl	5 hour rental - \$100	_____
Each Additional Hour	\$20 per hour additional	_____
Deposit	None	_____
Large Pavilion (L1-L5)	5 hour rental - \$100	_____
Each Additional Hour	\$20 per hour additional	_____
Deposit	None	_____
Small Covered Pavilion (P1-P25)	4 hour rental - \$15	_____
Each Additional Hour	\$3 per hour additional	_____
Deposit	None	_____
Triangle	4 hour rental - \$50	_____
Each Additional Hour	\$10 per hour additional	_____
½ Triangle	4 hour rental - \$35	_____
Each Additional Hour	\$7 per hour additional	_____
Deposit	None	_____
Picnic Tables (1-135West; 118-132East)	4 hour rental - \$5	_____
Each Additional Hour	\$1 per hour additional	_____
Walnut Springs Park	Per day/event - \$75	_____
Amphitheater	Per day/event - \$75	_____
Medium Covered Pavilion (M1-M5)	5 hour rental - \$50	_____
Each Additional Hour	\$10 per hour additional	_____
Deposit	None	_____
Sebastopol House Historic Site (Grounds)	Per day/event - \$275	_____
After Hours Staffing per Person per Hour	\$25 pp/ph	_____
Deposit	\$500	_____
4-Plex Softball Complex (4 fields)	Day 1 - \$275	_____
	Day 2 - \$175	_____
	Day 3 - \$125	_____
Each Field with Lights (daily)	\$75 per day	_____
Each Field with Lights (hourly)	\$20 per hour	_____
Deposit	\$250	_____
*Tournaments Require Insurance		
Tennis Courts	\$15 per day/court	_____
Fairpark (with lights & maintenance)	\$100 per game	_____
Deposit	\$250	_____
*Tournaments Require Insurance		
Little League Fields (with lights)	\$75 per field/day	_____
Practice (with lights)	\$20 per hour/field	_____
Deposit	\$250	_____
*Tournaments Require Insurance		
Volleyball Courts	\$15 per day/court	_____
Complex (18 courts)	\$250 per day/event	_____
*Tournaments Require Insurance		
Seguin Wave Pool	3 hour rental - \$425	_____
Each Additional Hour	\$100 per hour additional	_____
Deposit	None	_____

Additional Information

Special Event Permit	\$50 per day/event	_____
(races, walks, parades, assemblies, etc.)*Events Require Insurance naming the City as additional holder for \$1 million dollar liability on file		
Alcohol Permit	\$15 per event/day	_____
Sale of Goods Permit	\$35 per day/event	_____
Amusement Permit	\$15 per day/event	_____
(bounce house, petting zoo, climbing wall, trackless trains, etc.)		
*Amusements Require Insurance naming the City as additional holder for \$1 million dollar liability on file		